



DISTRICT OF COLUMBIA GOVERNMENT
DEPUTY MAYOR FOR EDUCATION (DME)
WORKFORCE INVESTMENT COUNCIL (WIC)

FY21 HEALTHCARE WORKFORCE PARTNERSHIP

Request for Applications (RFA)
Release date: November 17, 2020

Application closing: **Thursday, December 10, 2020 @ 8:00 pm EST**
Applications must be submitted via email: dcworks@dc.gov

Award Period: January 15- September 30, 2021

A Pre-Bidder's Conference will be held November 23, 2020 at 3:30 p.m. online at
<https://dcnet.webex.com/dcnet/onstage/g.php?MTID=e9f2562effd9d187857d82935e98aab8c> .

If you experience difficulty using the link, feel free to use the
call-in number, 1-650-479-3208, access code: 172 360 1757.

To pre-register, send an email to dcworks@dc.gov with a subject line "Pre-Bidder's
Conference".





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GENERAL INFORMATION

The Office of the Deputy Mayor of Education, Workforce Investment Council (WIC), is a private sector led board responsible for advising the Mayor, Council, and District government on the development, implementation, and continuous improvement of an integrated and effective workforce investment system.

The mission of the WIC is to lead with a sense of urgency to help create a fully integrated, comprehensive workforce development system that effectively meets jobseeker and business needs; while ensuring accountability, high performance, coordination, transparency, and effective leadership at all levels.

PROJECT DESCRIPTION

Industry sector partnerships are a key component of the federal Workforce Innovation and Opportunity Act (WIOA) and serve to connect business and industry with workforce system partners to build and improve the talent pipeline. As strong growth is expected to continue in the healthcare sector, the District will invest in increasing access to training and skills development opportunities to help residents obtain employment.

The WIC announces availability of funding to one (1) grantee under the FY21 Healthcare Workforce Partnership Establishment Act of 2020. The purpose of the funds is to (1) establish and operate a Healthcare Workforce Partnership (Partnership) through the WIC and to (2) select an entity to serve as the Healthcare Workforce Intermediary (Intermediary) to convene, assist, and facilitate the Healthcare Workforce Partnership's activities.

The Partnership will provide guidance to the District, particularly to the Workforce Investment Council (WIC) about healthcare talent pipeline development. The ultimate purpose of the Partnership is to increase the number of District residents employed in the healthcare industry and to meet the staffing needs of employers in such areas as hospitals, managed care organizations, private insurers, and other healthcare providers.

Through the Partnership, employers will work together with education, training, labor, and community-based organizations to develop strategies and opportunities to close skill gaps in the healthcare sector, and help trainees connect to meaningful employment.

The Partnership aims to:

- Address the demands of the District's healthcare employers by focusing intensively on the workforce needs of the sector over a sustained period.
- Address the needs of jobseekers by creating formal career pathways to good jobs and reducing barriers to employment.



ELIGIBILITY AND AWARD LIMITATIONS

Community-based organizations, non-profit organizations, and industry associations are eligible to apply. Applicants may apply for up to \$250,000. Only one (1) application will be accepted per organization. The grant award period is January 15-September 30, 2021. Based on grantee performance and the availability of funding, the grantee may be eligible to receive continuation funding for up to three additional years.

REQUIRED COLLABORATION

A minimum of two letters of commitment from current employer and/or training project partners are required. Letters must reference the nature of the partnership with the applicant and the specific role and resources that will contribute to the success of this initiative.

PROGRAM REQUIREMENTS

Partnership Membership

The Partnership will be made up of the following representation, the majority of which shall be healthcare sector employers. Members shall serve for the duration of the grant and may be reappointed:

- The Executive Director of the WIC, or his or her designee;
- The Intermediary;
- At least five (5) employer representatives of the District's healthcare sector, which shall represent a variety of healthcare disciplines;
- At least one (1) representative of a healthcare industry trade association;
- At least one (1) representative from a labor organization that represents healthcare workers;
- At least one (1) representative from a non-profit organization that offers training programs; and,
- At least (1) one representative from an adult education integrated education and training program, as defined in 34 C.F.R. § 463.35, in the healthcare sector.

Partnership Required Activities

- Actively participate and engage in required planning and formal Partnership meetings and core activities, including but not limited to: analyzing the sector's current and future skill needs, identifying occupations with skill gaps, business and workforce system partner engagement, and developing a plan and related resources and tools to close the skill gaps.
- Submit to the WIC, through the Intermediary, an annual Healthcare Occupations Report, which shall contain the following:
 - An analysis of the District's healthcare sector informed by quantitative and qualitative data and engagement with industry partners representative of the

District's healthcare sector and in-demand occupations, including hospitals, managed care organizations, private insurers, and other healthcare providers.

This analysis will include:

- An overview of District and regional industry and labor market information
 - Current and future hiring trends and needs;
 - An articulation of in-demand career pathways;
 - Identification of required skills, competencies, requirements and barriers; and
 - Industry validated and recognized credentials and trainings.
- Recommendations of three (3) to five (5) healthcare occupations requiring less than a bachelor's degree, which may include occupations for which incumbent workers may be "upskilled", in which the District should invest in training. These recommendations should include:
 - A list of occupational skills and competencies required to obtain employment in the occupations identified above;
 - Develop customized healthcare career pathway maps for the selected occupations;
 - A list of employer partners who will provide access to employment opportunities for training recipients successfully completing training and skills development activities; and
 - Other general recommendation to increase the number of District residents employed in the healthcare sector.
 - A Training Plan that will inform the District's investments to help residents prepare for the identified occupations that will include:
 - A recommendation on the number of District residents the District should train in the occupations identified above in the next 3-5 years;
 - Recommendations of what training curricula or specific credentials should be prioritized in occupations identified above that includes quality standards and criteria to validate alignment with employer needs;
 - An analysis of current training capacity within the District to deliver the needed training and support for the occupations identified and recommendations of strategies and tactics for increasing training slots for more District residents;
 - An explanation of the feasibility of providing training in-person, virtually or a blended approach and recommendations to implement virtual training; and
 - Provide recommendations to attract District residents to, and retain District residents in, the occupations identified, including necessary tactics to increase candidates' hard and soft skills and to reduce barriers to employment.

Intermediary Required Activities

- Meet regularly with the WIC, which may include participating in check-in meetings and other relevant workforce system coordination meetings;
- Appoint members to the Partnership in consultation with the WIC. Appointments must be consistent with the criteria specified above and be made within 60 days of the grant award period;
- Convene planning and formal Partnership meetings – four (4) meetings by July 1, 2021 and at least quarterly meetings thereafter;
- Provide administrative support, project management, and facilitation to the Partnership to coordinate their activities and keep the Partnership focused and productive;
- Develop an annual work plan;
- Submit quarterly summary reports and an annual end of year report;
- Document key learnings and methods for ensuring continuous improvement to ensure Partnership efficacy;
- Develop recommendations, resources and tools that can be used to replicate the Partnership model in future sector initiatives;
- Support the collection and reporting of data and participate in evaluation of healthcare training grants to be released by WIC in FY21;
- Compose and transmit to the WIC the Partnership’s annual Healthcare Occupations Report - first report due by July 1, 2021 and done annually for the duration of the grant;
- Compile and transmit to the WIC feedback from the Partnership on the statement of work for solicitation of training grants, no more than 15 days after receiving the statement of work;
- Facilitate the development of partnership opportunities to support training and professional development for training program participants at healthcare facilities;
- Work with the Partnership, businesses and training providers to coordinate and ensure provision of career coaching, screening and referral services, practice interviews, and job fairs for healthcare sector employment for qualified District training graduates.
 - In partnership with the WIC’s Business Engagement team and other workforce system partners, assist connecting trained workers directly into employment opportunities;
- Develop a sustainability plan for the work of the Partnership; conduct fundraising activities to ensure continuity of the Partnership after the grant period, should future funding not be available;
- Effectively manage public funds; and
- Perform additional duties on behalf of the Partnership consistent with the purposes of the funds.

Reporting Deadlines

The Applicant must agree to the reporting deadlines noted below. If the due date is a holiday or weekend, the report is due on the following business day.



Report	Reporting Period	Due Date
Programmatic Report #1	January 15-March 14	April 15
Programmatic Report #2	March 15-June 14	July 15
Programmatic Report #3	June 15-September 30	October 15

Report	Reporting Period	Due Date
Financial Report #1	January 15-31	February 15
Financial Report #2	February 1-28	March 15
Financial Report #3	March 1-31	April 15
Financial Report #4	April 1-30	May 15
Financial Report #5	May 1-31	June 15
Financial Report #6	June 1-30	July 15
Financial Report #7	July 1-31	August 15
Financial Report #8	August 1-31	September 15
Financial Report #9	September 1-30	October 5*

*Date is accelerated due to the final payment and closeout of fiscal year.

AVAILABILITY OF FUNDS

The funding period is January 15-September 30, 2021. All grant expenditures and project activities occur within this time frame. Any costs that are incurred either before the start of the project period or after the expiration of the project period are **not** allowable.

The Workforce Investment Council also reserves the right to, without prior notice, reduce or cancel one or more programs listed in the RFA, reject all applications, adjust total funds available, or cancel in part or whole.

The WIC will notify applicants if their application is not selected for funding. The WIC does not share peer review reports but denied applicants may request an explanation via email to dcworks@dc.gov.

PROPOSAL INSTRUCTIONS

ABSTRACT

Applications should include an abstract that summarizes the project in 200 words or less. Project abstracts should be:

- Written for a general public audience
- Single-spaced, using 12-point font (such as Times New Roman)

The abstract should briefly describe the purpose of the program and the activities implemented to achieve the goals and objectives. Also, the abstract should describe how the applicant will measure progress toward these goals.

PROGRAM NARRATIVE

The program narrative should be double-spaced with 1-inch margins, not exceeding 10 pages. Pages should be numbered “1 of XX.” Attachments will not count toward the page count.

Please provide a narrative for the following questions:

Applicant Experience and Qualifications

- Provide a brief explanation of the applicant’s mission, years in operation, and legal structure (for profit, nonprofit, etc.).
- Provide experience and qualifications of the applicant. This should contain information on experience with other projects of similar type, scale, and complexity and in a similar capacity.
- Describe the applicant’s industry expertise, capacity, and/or credibility among partners that positions the applicant as the ideal candidate to play the convener/intermediary role.
- Describe current relationships and proposed approach to ensure business engagement and participation in required Partnership and programmatic activities.
- Describe the applicant’s track record of fiscal responsibility and stewardship.
- Describe the applicant’s record in successfully fundraising and how the applicant will ensure the sustainability of the Partnership in the absence of District funding.
- Identify key personnel that will be involved. Describe their roles and relevant qualifications.
- The applicant must demonstrate the qualifications and expertise of associated staff. Applicants must include resumes. Applicants must include an organizational chart with the application.

Partnership Member Engagement & Facilitation

- Describe the sector partnership model that will be used and prior experience using this model.
- What is the applicant’s Partnership development plan for recruiting business leaders and community partners? Describe how it will meet the representation requirements and ensure a substantial share of the healthcare sector’s local employers and education and training providers are involved.
- A business-driven approach is critical for developing strategies that respond to the industry’s workforce needs. What is the applicant’s strategy to ensure occupational and training investment recommendations meet industry demand and result in quality skills development and meaningful employment outcomes?
- Describe how the applicant will engage employers in defining the actual and projected critical workforce and skills shortages. (e.g., focus groups, surveys, data collection, facilitated work sessions with groups of employers, etc.)
- What tools will the applicant use to track the partnership members engagement?



- Describe the communication strategy for communicating regularly with members of the Partnership as well as the WIC staff.
- Describe plans to help broker training providers' and participants' requests for professional development and learning opportunities at the healthcare facilities.
- Describe plans for working with the Partnership to coordinate and ensure provision of career coaching, screening and referral services, practice interviews, and job fairs for healthcare sector employment for qualified District training graduates. Help plug qualified and trained workers directly into employment opportunities needed and available in the District.

Project Management

- Provide a work plan that illustrates the milestones and timelines for launching and keeping the Partnership on track and moving forward to accomplish its required activities.
- Briefly describe how the project management model will encompass all relevant required project activities.

Impact and Outcomes

- **WIOA Measures:** Using WIOA performance indicators and measures to guide the work of the Partnership, and reporting on them where applicable, will ensure the Partnership's work is aligned with other District workforce development efforts. Describe how the applicant anticipates using or reporting WIOA's outcome measures to assess the impact of the Partnership.
- **Applicant Determined Performance Measures:** the grantee will be required to identify, track, and report on measures to assess the quality and success of the Partnership, including but not limited to impact on jobseekers, employers, and programs and resources in the workforce system. Identify at least three (3) key performance indicators the applicant believes will best measure the Partnership's success during the award period. This should include quantitative metrics and with goals for the award period.
- Describe the applicant's plan for tracking activities and performing quantitative and qualitative reporting.

BUDGET AND BUDGET NARRATIVE

Complete and submit a budget and budget narrative, see Appendix B. The proposed budget must include a brief description of each budget item and how the funds will be used. Applicants are required to include line item and unit cost for services as supporting documents. An applicant may submit a Negotiated Indirect Cost Rate (NICRA). Any costs included in the calculation of the NICRA cannot also be requested as direct costs. NICRA documentation must be submitted with the application.

Funds must be used for the purpose and goals of the project. Costs must be allocable, reasonable, and necessary. Allowable costs are those that the WIC shall determine as



valid expenditures and outlined in the approved budget and in accordance with the purpose of the funds. Funds shall not be applied to other activities not authorized in the approved budget.

Non-allowable costs are costs that are unallocable, unreasonable, and unnecessary.

Examples of non-allowable costs include but are not limited to:

- Alcoholic beverages
- Entertainment
- Fundraising or lobbying cost
- Fines and penalties

The applicants must ensure that all awarded funds are expended in a fiscally responsible manner.

FINANCIAL STATEMENTS

All applicants are required to submit a copy of the most recent and complete set of audited financial statements available for the applicant organization. If audited financial statements have never been prepared due to the size or recent establishment of an organization, the applicant must provide, at a minimum, an organizational budget, an income statement (profit and loss statement), and a balance sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within three years before the date of the grant application.

BUSINESS LICENSE/PRE-QUALIFICATION CRITERIA

All applicants must submit evidence of being a legally-authorized entity (e.g. 501(c) (3) determination letter) and/or submit a current license to conduct business within the District of Columbia, if relevant for the applicant's business status, and any correspondence or other communication received from the IRS within three years before submission of the grant application that relates to the applicant's tax status.

CLEAN HANDS CERTIFICATE

Obtain a Clean Hands Certificate from the District of Columbia Office of Tax and Revenue (OTR) verifying that the applicant is current and shall remain current on the payment of all federal and District taxes.

Applicant is and will continue to be if the Applicant is awarded the grant, current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR.



SELECTION CRITERIA

Applicants will be evaluated based on the following criteria:

- **Project Content and Execution (40 pts.):** Evaluates the extent to which the proposal (including the concept, implementation plan and use of funding) are detailed, well organized, feasible and will successfully achieve the required activities and effectively engage the target partners.
- **Experience, Expertise, and Capacity (30 pts.):** Evaluates an applicant's relevant experience in successfully implementing projects of similar type, scale, and complexity and in a similar capacity; extent to which the applicant demonstrates the organization capacity to implement the required activities and engage partners.
- **Impact and Evaluation (15 pts.):** Evaluates the extent to which the applicant has clearly delineated the outputs/outcomes; clearly outlined a plan for evaluating the project, as well as how the applicant intends to measure, track and report on the impact of the Partnership.
- **Budget and Fiscal/Administrative Oversight (15 pts.):** Evaluates if the applicant clearly identifies and justifies the associated costs of this grant; demonstrated the internal controls and track record of fiscal responsibility and stewardship; and articulates capability to raise funds to sustain activities beyond the grant.

AWARD DECISIONS AND NOTIFICATION

The WIC follows the competitive bid process for all grant funds in accordance with District and federal competitive regulations. The WIC will notify all applicants of the final award decision no later than January 5, 2021. For the applicant receiving funding, written notice will include the exact grant award amount, award agreement with all award terms and conditions, and any supplemental information required.

PAYMENT PROVISIONS

The Government of the District of Columbia shall make payments on invoiced amounts in accordance with the terms of the grant agreement. Grant funds will be awarded on a cost- reimbursement basis only. For more information on electronic invoicing, please visit, the DC Vendor Portal at www.vendorportal.dc.gov.

At any time or times before, final payment and three (3) years thereafter, the Government of the District of Columbia may conduct an audit of the grantee's expenditure statements.



NON-DISCRIMINATION

The grant recipient shall comply with the District of Columbia Human Rights Act of 1977, as amended, (D.C. Official Code § 2-1401.01 et seq.) which prohibits discrimination based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, disability, status as a victim of an interfamily offense, or place of residence or business, or credit information.

CONFLICT OF INTEREST

The grant recipient shall ensure that no individual in a decision-making capacity will engage in any activity, including participation in the selection of a vendor, the administration of an award, or an activity supported by award funds, if the appearance of a conflict of interest would be involved. An appearance of a conflict of interest would arise when the individual, any member of the individual's immediate family, the individual's partner; or an organization that employs, or is about to employ, any of the aforementioned, has a financial or personal interest in the firm or organization selected for a contract.

LIABILITY PROVISION

Applicant, if awarded the grant, agrees on behalf of itself and its officers, partners, principals, members, associates, employees and agents, to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

APPENDIX A: APPLICANT PROFILE



Applicant Profile

Organization:			
Address:			
Product Title:			
Duration:		KFA#:	
Original Budget		Revised Budget	
Personnel	\$	Personnel	\$
Franchise Expenses	\$	Franchise Expenses	\$
Contracts	\$	Contracts	\$
Supplies	\$	Supplies	\$
Equipment	\$	Equipment	\$
Operating Costs	\$	Operating Costs	\$
Total Assesses:	\$	Total Assesses:	\$
PROGRAMMATIC CONTACT		FINANCIAL CONTACT	
Name:		Name:	
Title:		Title:	
Phone:		Phone:	
Email:		Email:	
APPLICANT AUTHORIZED OFFICIAL CONTACT			
Name:		Phone:	
Title:		Email:	
APPLICANT CERTIFICATION			
<p>The application is made a grant under the Workforce Investment Council (WIC), FY 21 Healthcare Sector Partnership grant administered by the WIC. Funds awarded pursuant to this application will not be used to supplant or replace funds or other resources.</p> <p>I certify that this application, if awarded, will conform to the conditions set forth by the Workforce Investment Council.</p>			
AUTHORIZED OFFICIAL FROM GRANTEE ORGANIZATION (PRINT)			Date
AUTHORIZED OFFICIAL FROM GRANTEE ORGANIZATION (SIGNATURE)			

APPENDIX B: BUDGET TEMPLATE



BUDGET AND NARRATIVE WORKSHEET

BUDGET	GRANT FUNDS
A. Personnel	\$
B. Fringe Benefits	\$
C. Contracts	\$
D. Supplies	\$
E. Equipment	\$
F. Operating cost	\$
TOTAL	\$

BUDGET COMPUTATION and NARRATIVE

INSTRUCTIONS: Please provide the computation for arriving at these expenditures as well as a brief narrative explaining how these expenditures relate to the project/program outputs and outcomes. The budget narrative should itemize all costs and provide a detailed narrative explaining and justifying each budget item. All funds listed in the budget will be subject to an audit.

Applicants must provide the percentage or number of hours proposed to fulfill the applicant's proposed goals and objectives.



APPENDIX C: APPLICATION CHECKLIST

This application checklist has been created to assist in completing an application.

What an Applicant Should Do:

_____ Register for Technical Assistance Session (pre-bidders conference)

_____ Attend Technical Assistance Session via webinar on November 23rd @ 3:30 pm

What an Application Should Include:

General Requirements:

- Abstract
- Program Narrative
 - Applicant Experience and Qualifications
 - Partnership Member Engagement & Facilitation
 - Project Management
 - Performance Measures

Administrative Requirements:

- Audited Financial Statement with Management Letter
- IRS 501 (c)(3) Determination Letter and/or Business License
<https://dcra.dc.gov/service/verify-business-license>
- Valid Employment Identification Number (EIN) and DUNS number
- Clean Hands certificate
- Roster of Board of Directors

Additional Documents (include as other attachments)

- Appendix A: Applicant Profile
- Appendix B: Budget /Budget Narrative
- Appendix C: Application Checklist
- Organization Chart
- Staff Resumes
- Letters of Commitment (2)